GETTING STARTED IN THE LIBRARY (AND ON YOUR TOPIC)

First, make sure that you have visited the library’s website at www.library.ehc.edu. Many of the resources listed in this handout will be accessed or located there. Second, unless you are already an expert on your topic, some background information or a general overview might be useful. The print titles listed below, located in the reference section of Kelly Library, and the titles from the online reference databases, have good articles on energy and sustainability. They are examples of specialized encyclopedias—they focus on a particular subject, as compared to general encyclopedias, such as Americana or World Book.

- Berkshire Encyclopedia of Sustainability REF/GE/140/.B47
- Encyclopedia of Energy REF/TJ/163.16/.E47
- Encyclopedia of Sustainability Online in the Gale Virtual Reference Library

You can also directly search several databases that contain reference-type material. A few examples are:

- Credo Reference
- Gale Virtual Reference Library
- Biography in Context

Try doing a search on “energy conservation” or a topic of your choice in Credo Reference.

You can find links to these databases on Kelly Library’s Online Databases list.

FINDING INFORMATION IN THE (ALMOST) WHOLE LIBRARY COLLECTION

An easy way to search most of the library’s resources that are actually in the building, or full-text in its databases, is through E&H OneSearch. Take a look at the following example--- a search on “energy efficient light bulbs”.

![E&H OneSearch Screenshot](image-url)
Notice the checkbox limiting the search results of about 129,240 items to “Available in Library Collection.” This search includes everything on the A – Z List except the databases on the right side of the screen shot. This is an easy way to make a first pass in your research, and find a substantial number of full-text items.

When the box is unchecked, the list of results expands to over 167,000 items.

CAN I LOOK AT INDIVIDUAL DATABASES?

You may prefer to look at some of these databases individually. Let’s look at the catalog and a few databases.

FINDING MATERIAL WITH THE CATALOG

After you have found some general information, you might want longer, more detailed information. One great place to look is in the online catalog (innopac.hal.org). Emory & Henry College belongs to a group, or a consortium, of four libraries called Holston Associated Libraries, and they share a common catalog. Sometimes you will hear library staff members refer to the catalog as HAL. All types of items are in our catalog; besides
books, there are DVDs, CDs, maps, electronic books and other electronic resources. You can search for material in several different ways: by subject, title, author and keyword.

The screenshot below is from a subject search for Sustainability.

Here is the full record for The Challenge of Sustainability: Linking Politics, Education, and Learning. It gives you information about the book, its location and availability status.
These sample searches are very basic; there are many ways you can limit or tailor your search. We won’t go deeply into that now, but the library staff wants you to be aware of the catalog and that it has the holdings in all kinds of formats of its member libraries. The most important thing to remember is to ask for help!

WHAT DO THESE STRANGE LETTERS AND NUMBERS MEAN?

After you have found books and other material in the catalog, how do you find these things in the library? The call numbers may not look like what you are used to in your school learning resource center or local public library. That’s because Kelly Library uses the Library of Congress classification system, and your school or public library probably used the Dewey Decimal system. Both classification schemes do the same thing: group library materials together by subject. To help make things clearer, take a look at this interactive tutorial (http://uri.libguides.com/c.php?g=42388&p=268465) from the University of Rhode Island to help you decipher Library of Congress call numbers. Also, if you are having a tough time finding items on the shelves, do not hesitate to ask any circulation staff member or reference librarian for help.

In general, most of the circulating items on are on the top floor of the library. The reference collection, periodicals and newspapers are on the main floor. The ground floor has the IT Help Desk, an open computer lab (Kelly Lab), the McGowan Lab, and a government documents collection.

FINDING MATERIAL BY USING DATABASES

You may prefer to search most of the library’s online resources at one time through E&H OneSearch, or you may prefer to look at some of them separately. Following are some good databases for the subject matter of this class, if you would like to search them individually. You may access them from the library web page (www.library.ehc.edu) by clicking on the A-Z Databases link.

Academic Search Complete
Academic Search Complete is a periodical database that includes both popular and scholarly journals. It has full text articles as well as indexing and abstracting for many more journals.

CQ Researcher Online (Congressional Quarterly)
CQ is one of the definitive reference resources for research in American government, politics, history, public policy, and current affairs.

Environment Complete
Environment complete covers applicable areas of agriculture, ecosystem ecology, energy, renewable energy sources, natural resources, pollution & waste management, environmental technology, environmental law, public policy, social impacts, urban planning, and more.

Greenfile
GreenFILE is a bibliographic database of information about environmental concerns going back 35 years and covers scholarly as well as non-scholarly titles.

JSTOR
JSTOR is an online journal collection that has the backfile of hundreds of journals, usually with a moving wall of three to five years.
**New York Times**
Full text coverage of the New York Times from 1851 to the present. One time registration is required

Kelly Library also subscribes to about 400 print journals, magazines, and newspapers. Print periodicals are kept on the main floor of the library, with current issues in the periodicals alcove

**WHAT DO YOU DO IF AN ARTICLE IS NOT FULL-TEXT IN A DATABASE?**

If you’re looking, for example, in *Academic Search Complete*, and you find an article that is not full-text, what do you do? Go to our *Journals by Title* list! An article citation that may not be full-text in one database may very well be full-text in another one of the library’s dozens of databases. Just search for the title of the journal to retrieve a list of databases that offer it in full text, along with which years are available.

If you find books or articles that you do not have access to in Kelly Library, you may wish to use the interlibrary loan service. Please speak with a librarian for further details about this service.

**DOCUMENTATION AND PLAGIARISM**

Plagiarism is serious academic misconduct. The *E&H Academic Code* clearly states that it is a student’s responsibility to give credit to another person’s exact words or unique ideas. The *Honor Code* reinforces this concept with the statement that one of its elements is “A commitment to abstain from all forms of cheating and plagiarism.” Documenting sources correctly will help you avoid this mistake in your papers and presentations. In high school, you may have already had some experience with the Turabian style of documentation. Your professors will talk to you more in-depth about this issue. Three other common styles you may hear your professors mention are *MLA* (Modern Language Association), *APA* (American Psychological Association) and the *Chicago Manual of Style*. The library has guides for all of them. Also, on the library’s *Research Tips* page, there are links to several helpful sites.

**YOUR BEST RESOURCE**

Your best resource in the library is the people who work here! If you are having problems locating or using any of these resources, please ask a library staff member for assistance. We’re here to help you with your information needs. Kelly Library is open 90+ hours a week during the regular semester, and reference librarians are available 8am – 7pm Monday – Thursday and 8am-5pm Friday.

**Librarians:** Jane Caldwell, Jody Hanshew, Janet Kirby, and Ruth Castillo
**Circulation Staff:** Adam Alley, Cindy Goodson, Christine Mitten, and Melissa Phelps.

Another valuable resource available to you on this campus is the E&H *Writing Center* in McGlothlin-Street 233. The tutors there can work with you to improve your papers by giving you advice on grammar, organization and documentation matters; it is not an editing service. For information on operating hours and tutor schedules, call ext. 6723 or check the Writing Center webpage. Also, you may want to consult with *Academic Support Services* in the Powell Resource Center at ext. 6144.
One more resource that will help you with your research: Diana Hacker’s grammar and composition book *A Writer’s Reference*. It contains an excellent section on doing research—how to set realistic deadlines, form a topic and refine it, etc. as well as giving you some practical tips.

**Remember:** We’re here to help you with your information needs. Please don’t hesitate to ask us for help. You can reach us by:

- calling the Circulation Desk at ext. 6208
- emailing askalibrarian@ehc.edu
- visiting the library in person

[www.library.ehc.edu](http://www.library.ehc.edu)
[askalibrarian@ehc.edu](mailto:askalibrarian@ehc.edu)
[276.944.6208](tel:276.944.6208)

[https://www.facebook.com/KellyLibrary](https://www.facebook.com/KellyLibrary)